

APPENDIX H - TABULATION & EVALUATION FORMS

Oral Bid Tabulation

Appendix H-1

This format may be used to record phone quotes. The object is to assure that all bidders are quoting on the same specification or, if the specification is a brand name and model number, bidders should quote on the specified item or an equal thereto. If the buyer determines that a lesser quality product is acceptable, all bidders must be allowed to requote on the lesser specification.

Proposal Evaluation Instrument

Appendix H-2

This is a model form that may be used by each member of the RFP evaluation committee to record his/her scores. A separate form is used for each Offeror.

Proposal Evaluation Summary

Appendix H-3

This form may be used to record points assigned to each of the evaluation criteria for each proposal reviewed by an RFP Evaluation Committee.

Proposal Evaluation Consensus

Appendix H-4

This form may be used to list the average points assigned to each proposal by the RFP Evaluation Committee. It is a recap of the "Proposal Evaluation Summary" and notes the original and final ranking of each Offeror. Each member of the RFP Evaluation Committee should sign this form.

APPENDIX H-1

ORAL BID TABULATION

Item/Service Procured	BIDDER	BIDDER	BIDDER
Describe briefly mandatory requirements:	Name/Address:	Name/Address:	Name/Address:
	Phone:	Phone:	Phone:
	Spoke To:	Spoke To:	Spoke To:
	Delivery/FOB:	Delivery/FOB:	Delivery/FOB:
	Terms:	Terms:	Terms:
	Bid Amount(s):	Bid Amount(s):	Bid Amount(s):
	Other Information:	Other Information:	Other Information:
Your Name: Phone Number:	Bid Date:	Bid Date:	Bid Date:

Signature:			
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APPENDIX H-2

EVALUATION INSTRUMENT

RFP # _____

TO PURCHASE: _____

Name of Offeror: _____

Name of Evaluator: _____ Date: _____

Did the Proposal include all information requested in the RFP?
_____ YES _____ NO. If NO, indicate deficiencies:

EVALUATION AND AWARD CRITERIA:

1. (State Criteria #1.)

Comments: _____

Points allowed this criteria: _____

Points assigned by this evaluator for this criteria: _____

2. (State Criteria #2.)

Comments: _____

Points allowed this criteria: _____

Points assigned by this evaluator for this criteria: _____

3. (State Criteria #3.)

Comments: _____

Points allowed this criteria: _____

Points assigned by this evaluator for this criteria: _____

4. (State Criteria #4.)

Comments: _____

Points allowed this criteria: _____

Points assigned by this evaluator for this criteria: _____

5. (State Criteria #5.)

Comments: _____

Points allowed this criteria: _____

Points assigned by this evaluator for this criteria: _____

General Comments: _____

TOTAL POINTS ASSIGNED TO THIS PROPOSAL: _____

(Total Possible Points = 100)

APPENDIX H-3

PROPOSAL EVALUATION SUMMARY

___ Initial Ranking

___ Final Ranking

RFP # _____

To Purchase: _____

OFFEROR: _____

Page ___ of ___

EVALUATOR NAME (or other designation)	1	2	3	4	5	TOTAL
AVERAGE SCORE FOR THIS OFFEROR						

APPENDIX H-4

PROPOSAL EVALUATION CONSENSUS

RFP #720C-033193-02F

Laboratory Reagents and Instrumentation

[illegible]